



*"People
helping people
help
themselves"*

Mitchell E. Daniels, Jr., Governor
State of Indiana

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Anne Waltermann Murphy, Secretary

September 14, 2009

To: Indiana ATR Providers

From: Eric Scott, Program Director
Indiana Access to Recovery

Re: Memo 025 – New Manual and Forms

Over the past several months, ATR state staff have worked diligently to re-format and finalize the ATR Policies and Procedures Manual and accompanying appendices. This new and improved manual is now posted on the ATR Provider SharePoint. To better serve our providers, ATR has printed one copy of the manual for each ATR provider to be distributed at the ATR Semi-Annual Provider Conference, IN ARMS.

Some notable changes to the ATR Policies and Procedures Manual include:

- Design changes including a new cover sheet
- Rearrangement of the manual sections
 - Section 1: ATR Policies
 - Section 2: Recovery Consultation policies, procedures, forms, and WITS guidance
 - Section 3: Clinical/RSS Provider policies, procedures, forms, and WITS guidance
 - Appendix A: Policy Memos
 - Appendix B: Service Definitions
 - Appendix C: Resources
- Integration of policy changes explained in Memos 1-24
- Design changes to all forms

All individual ATR forms have been re-formatted and posted to the SharePoint under Shared Documents. Please download and begin using the version on SharePoint beginning September 20, 2009.

This new manual should be easier to navigate than previous versions. Please ensure that a copy of this manual is readily available at your agency. All remaining policy changes will be reflected in policy memos. Agencies should continue to visit the SharePoint once a week to check for new memos. If a new memo is published, it should be printed and added to Appendix A.

Thank you,

Eric Scott
Program Director
Indiana Access to Recovery, Division of Mental Health and Addiction

Cc: Diana Williams

